



Government of Bihar
Rural Development Department
BIHAR RURAL DEVELOPEMNT SOCIETY (BRDS)
5th Floor, Biscomaun Bhawan, West of Gandhi Maidan, Patna-800001



Recruitment of Head of Capacity Building, HR & Facility Management under Bihar Rural Development Society (BRDS)

Bihar Rural Development Society (BRDS) an autonomous society promoted by Rural Development, Govt. of Bihar seeks to build a self-motivated, committed and multidisciplinary team that identifies and steers critical rural development policy issues, support policy research, provides capacity and institutional building support, assist in development of implementation strategies and takes lead in development, implementation, management, monitoring and evaluation of programs / projects / schemes / activities under BRDS.

BRDS invites application from eligible Indian Citizens in prescribed online application format, latest by 22th July, 2025 up to 18:00 Hrs.(06:00 PM)

The details of Position, Eligibility Criteria, Key Job Roles & Responsibilities, Reservation Norms and important instructions are mentioned below:

S.No.	Designation	Level	No. of Vacant Posts & Category	Required Educational Qualification and Post-qualification Work Experience	Key Roles and Responsibilities	Consolidated Monthly Remuneration (INR)
1.	Head of Capacity Building, HR & Facility Management	L2	1 (One) Unreserved (UR)	• MBA/PGDM with specialization in Human Resource Management/ Personnel Management/ Post graduate Degree in Public Administration/ Public Policies/Labour and Social Welfare with at least 10 years of	• Develop/update and review organizations' policies, strategies, procedures, programs and projects to promote and strengthen professional capacities of staff, human resources and facilities in line with organizational	93,360/-

S.No.	Designation	Level	No. of Vacant Posts & Category	Required Educational Qualification and Post-qualification Work Experience	Key Roles and Responsibilities	Consolidated Monthly Remuneration (INR)
				relevant professional work experience in capacity building, HR and facility management in large scale poverty reduction program/ MGNREGA/rural development/ livelihoods programme/project run by Government and/or reputed NGOs/ Pvt. Organisation/CSR initiatives.	<p>values and objectives.</p> <ul style="list-style-type: none"> • Lead execution and overall management of policies, guidelines, strategies and programs pertaining to capacity building, human resources and facility management. • Lead HR operations by recruiting, selecting, orienting, trainings, coaching, counselling and disciplining staff. • Lead development and execution of systems, tools, frameworks, mechanism for capacity building, monitoring, appraising, reviewing staff performance at all institutional levels (State, Districts and Blocks) of BRDS. • Review relevance, quality, organisation and efficiency of the current training methods, processes, materials, mode of delivery, feedback from trainees and propose model suitable for on-site training, distance learning and e-learning to optimise existing human resources capacity. 	

S.No.	Designation	Level	No. of Vacant Posts & Category	Required Educational Qualification and Post-qualification Work Experience	Key Roles and Responsibilities	Consolidated Monthly Remuneration (INR)
					<ul style="list-style-type: none"> • Design and execute capacity evaluation methodology, capacity building strategies, indicators and capacity building training programs for staff, district and block administration; functionaries of line department engaged implementation of MG-NREGA and PMAY. • Review, monitor and evaluate training implementation agencies (TIAs). • Provide desired support in hiring, monitoring and management of service providers (agencies/ firms/ consultants) pertaining to Capacity building, HR and Facility management. • Support on-time development of periodic reports like annual plans, progress reports, monitoring reports, impact assessment reports etc. for capacity building, human resources and facility management. • Create and manage HR Database. • Supervise management of 	

S.No.	Designation	Level	No. of Vacant Posts & Category	Required Educational Qualification and Post-qualification Work Experience	Key Roles and Responsibilities	Consolidated Monthly Remuneration (INR)
					essential central services such as reception, security, maintenance, mail, archiving, cleaning, catering, waste disposal and recycling to provide optimal work environment for the BRDS staff.	

Other Notes:-

- I. For calculation of work experiences(years), 30/06/2025 will be considered the benchmark date.
- II. Any internship, article ship training/cost accounting training and other training which are part of qualification degree will not be considered as post-qualification work experience.
- III. Key roles and responsibilities "Includes, but not limited" to above enlisted roles & responsibilities.
- IV. The position requires frequent work travel to districts/blocks/Gram Panchayats and villages.
- V. Excellent verbal, written communication skills (Hindi & English) and proven proficiency in MS-Office is desirable for above mentioned position.
- VI. The selection process for this recruitment will include Written examination (In Essay mode with case study interpretation) Group Discussion and Interview.
- VII. Recruitment under above mentioned vacancy is on contractual basis for "**Initial period of one year**", the contract may be revised further subject to performance and project requirement. In conformity with Sankalp No. 12534 dated 17.09.2018 issued vide General Administration Department, Bihar, the contract shall be assumed to be extended till the age of retirement or Project Period or requirement for project subject to performance, conduct and favourable (no adverse) report. In the case of retired Government Officials, relevant instructions issued by GAD will be applicable.

2

VIII. Retired government, Semi-Govt., PSUs & Banks officials enthusiastic to work for BRDS may also apply for above mentioned position.

Eligibility Criteria for Retired Officers:

- Required Educational qualification for retired government officer applying for above mentioned position is fulltime Graduation Degree.
- Required Post-qualification experience for retired government officer are mentioned below:

S. No.	Level of the Position	Eligibility Criteria
1.	L2	<ul style="list-style-type: none">• Retired government officials from Govt., Semi Govt., PSUs and Banks applying for this position should have completed graduation to be considered for selection.• Joint Secretary or higher rank (State Government) with at-least 4 years of experience in relevant field/sector as per requirement of the position.• Retired Officials from Govt., Semi Govt., PSUs and Banks /Serving State Government Officials must be in the grade pay of Rs. 5400/-or above as per the 6th Pay Commission norms.

IX. **Remuneration of Retired Govt. Officials:**

- Remuneration for retired Officials from Government of Bihar will be fixed as per the provision of Sankalp No. 10000 dated 10/07/2015 and Letter No. 3/M-63/2013 Sa Pra 8710 dated 11/08/2021

X. **Age Limit:** 30/06/2025 will be considered as benchmark date for calculation of age and post qualification years of experience.

- The maximum age limit for applicants other than retired officers is 50 Years of age.
- For retired officials' employment may continue up to 67 years of his/her age. Maximum age limit for such applicant is 62 years as on 30/06/2025.

XI. **Reservation:** The selection process of BRDS will comply with reservation rules of Government of Bihar as applicable.

XII. **Other Notes:**

- Only Online application in prescribed format will be accepted. Applicants Should visit: https://mis.brps.in/recruitment_brds to submit online application. Last date and time(IST) for submission of online application from is **July 22, 2025; 06:00 PM i.e.(Tuesday)**

- II. It is sole responsibility of the applicant to confirm his/her eligibility. BRDS has irrefutable right to revoke lien employment to any applicant at any stage of recruitment process, including joining.
- III. All educational, professional work experience and other data/information submitted by applicants in their application form will be verified during the selection process, if any of this is found to be untrue or it is found that he/she doesn't meet any of the eligibility criteria their candidature may be cancelled without any prior notice at any stage of the recruitment and selection process.
- IV. Please note that all expense to attend selection process shall be borne by the applicants himself.
- V. Mere fulfilling minimum eligibility criteria by its self would not entitle any applicant for being selected or invited for further selection processes.
- VI. Only shortlisted applicants will be invited for further selection processes.
- VII. The selection process for this recruitment will include Written examination (In Essay mode with case study interpretation) Group Discussion and Interview.
- VIII. The list of applications received, list of shortlisted applicants, schedule and venue for further selection processes will be updated on https://mis.brlps.in/recruitment_brds
- IX. Applicants are requested to periodically check https://mis.brlps.in/recruitment_brds for recruitment related details, updates and other announcements.
- X. Leave entitlement and other benefits will be applicable as per approved HR Manual of BRDS.
- XI. List of wait list candidates will be valid for 2 years from the date of publication of the results of recruitment and selection.
- XII. Chief Executive Officer, BRDS reserves the right to modify/cancel/revise this recruitment at any stage without prior notice.



Abhilasha Kumari Sharma, IAS
CEO, BRDS